

JULY 31, 2006

CONTRACT PERIOD THROUGH ~~JULY 31, 2001~~

TO: All Departments

FROM: Department of Materials Management

SUBJECT: Contract for **MAIL ROOM OPERATION AND MAIL DELIVERY**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by the Board of Supervisors on **JULY 17, 1996**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

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Wes Baysinger, Director  
Materials Management

SD/ag lc  
Attach

Copy to: Clerk of the Board  
Al Dos Santos, FEMD  
Andree Cohen, OMB  
~~Pat Sutton, Materials Management~~  
Steve Dahle, Materials Management  
Tony Weaver, Juvenile Court  
Cynthia Robinson, McDot  
**Monica Mendoza, Materials Management**

REQUEST FOR BIDS FOR: **MARICOPA COUNTY MAIL DELIVERY SERVICES AND MAIL ROOM  
OPERATION**

1.0 INTENT:

Maricopa County is committed to providing quality mail services to internal County agencies through accurate, efficient and cost effective methodologies. The intent of this invitation for Bid (IFB) is to ensure County mail operations function at a level that is consistent with the County's strategic goals. The Contractor will be responsible to provide all LABOR, SUPPLIES, EQUIPMENT, AND VEHICLES, (excluding U.S. postage) required for the operation of this project.

A contract will be awarded to the lowest priced responsible/responsive bidder. The contractor will process and carry all classes of U.S. Mail to and from the Facilities & Equipment Management Department Mail Center (FEMD) located at 301 West Jefferson, Phoenix, Arizona, and the U.S. Post Office as noted. The Contractor will also carry inter-county, U.S. and other carrier mail between various County locations as noted on Exhibit A.

This IFB falls under the Privatization Policy. This policy addresses, amongst other issues, the County employee impact in, including the rights of those employees covered in this IFB. The policy also delineates minimum standards intended to be achieved through the privatization process, which are consistent with the County's strategic goals.

2.0 TECHNICAL SPECIFICATIONS:

2.1 The mail room located in the Maricopa County Administration Building, 301 West Jefferson, Phoenix, Arizona, shall be open for service from 7:00 AM to 5:00 PM, Monday through Friday, excluding County holidays.

2.2 Contractor shall ensure that they are familiar with and perform in accordance with all applicable U.S.P.S. rules and regulations, including, but not limited to, the "Private Express" statutes. Contractor shall be solely responsible for any non-compliance with applicable rules and regulations, including but not limited to any litigation, fines or fees resulting therefrom.

2.2.1 Contractor will process all outgoing U.S. mail, including, but not limited to, weighing, metering, bar coding and sealing all outgoing US mail. (Est. Annual Volume 2,750,000)

2.2.2 Contractor will keep a record of all charges to each department's organizational code number. Contractor will invoice each organizational code number separately at the end of each month and also submit a consolidated summary by department to FEMD on diskette, preferably in Excel, version 5.0 or lower.

2.2.3 Contractor will submit a monthly report, also on diskette, preferably in Excel, version 5.0 or lower, on the last business day of each month prior to close of business. The report shall include:

Number of weekly mail related activities  
Number of incoming inter-office mail

Number of outgoing inter-office mail  
Number of non-delivered items and disposition of such  
Number of pieces of outgoing U.S. mail  
Number of U.S. mail sorted and bar coded and the lowest  
rate  
Number of pieces requiring special handling (i.e.  
Certified Mail, packages, etc.  
Copies of samples of types of mail deemed non-qualifying  
Percentage of non-qualifying and special handling mail  
by quantity and rate

2.0 TECHNICAL SPECIFICATIONS: (Continued)

- 2.2.4 Contractor is not required to process personal mail for County employees. This policy shall be posted at the mail room. Contractor does not have to provide stamps, money orders, or other personal services to walkup or agency employees. (see Para 2.3.8)
- 2.2.5 Contractor will ensure that positive control is maintained at all times on postage meters provided by FEMD or other departments. Contractor will be responsible for balancing postage meters daily and maintaining records of postage used. Contractor will also check meters weekly to ensure sufficient postage is available and will transport meters to the USPS for refilling, as necessary.
- 2.2.6 The Contractor shall be responsible for coordinating the establishment of new and the renewal of existing Post Office Boxes in accordance with the needs of FEMD and other departments within the County. Contractor shall also be responsible for any certifications required by the USPS, e.g., Coding Accuracy Support Systems (CASS) or Multiline Accuracy Support System (MASS), for timely mail processing.
- 2.2.7 Contractor will pick up bulk mail and sort it in such a manner that the lowest postage cost is achieved. The using department will provide the bulk mail with all necessary address labeling. (Est. annual volume 151,000)
- 2.2.8 The Contractor may be required to put on additional postage for mail that cannot be presorted at the request of the using agency.
- 2.2.9 Contractor will ensure that the departments receive the best possible rates on all outgoing mail. Contractor will prepare mail for transmittal via either U.S.P.S. or other carrier, including First Class, presorted, bar-coded, certified, air mail and express. U.S.P.S. mail is to be prepared, bundled, labeled and delivered to U.S.P.S. with all required forms in accordance with the mailing deadlines and procedures established by the U.S.P.S. "Penalty Mail" must be processed separately from Commercial Mail. Contractor shall ensure that at least 95% of all outgoing mail, excluding special handling mail, qualifies for the lowest rate. (See Sections 2.3.9 if percentage falls below this amount)

Department metered mail is time sensitive, involving delivery of checks and containing information which may materially affect the County's clients and employees. Contractor will ensure that all outgoing mail received from departments prior to 9:00 A.M. on a normal County business day will be delivered to the postal carrier prior to the end of that working day, and mail received from departments prior to 5:00 P.M. will be delivered to the postal carrier on the next County working day, or such other time period as may be specified by the originator. Occasions may arise in which Saturday or holiday mailings are necessary, and Contractor shall make provisions for meeting this requirement.

Any special timeliness requirements will be discussed with the Contractor prior to the mailing date to determine submittal requirement. If documents are received from departments which, for any reason, cannot be mailed, Contractor shall immediately inform originator of this fact and work with originator to resolve any difficulties. Mail may only be held over with the express approval of the department, and must be held in a secure area.

2.0 TECHNICAL SPECIFICATIONS: (Continued)

- 2.2.10 Contractor shall ensure that the proper levels of security are maintained in the delivery process. Contractor shall immediately advise the FEMD liaison of any actual or potential breach of security.
- 2.2.11 Contractor shall be responsible for all "internal" mass mailings involving distribution of department generated material, e.g., the monthly newsletter, to all department sites. This may include labeling the material, bundling the appropriate quantities and distribution.
- 2.2.12 Additional non-presort and non-bulk mail will be picked up and delivered to the post office as needed.
- 2.2.13 To the extent that spaces are available, Contractor's employees will have parking privileges in the County open parking lot on Jefferson Avenue between 5th and 6th Avenues.
- 2.2.14 The Contractor may use the current County mail room facility at 301 West Jefferson, Phoenix, Arizona, at no-charge. This includes all utilities, excluding telephone service, unless Contractor requires special utilities not currently available. If Contractor desires to modify the current mail room space, e.g., installation of additional partitions or shelving, FEMD will coordinate with the Contractor regarding the impact of such change. County approval is required for all such modifications. The Contractor will be responsible for the cost of the change.
- 2.2.15 Contractor shall have the option of using the standard office equipment available in the mail room facility free of charge. However, this equipment must remain at this location and will remain the property of FEMD. If any equipment becomes non-usable, FEMD will dispose of the equipment and it will be the Contractor's responsibility to replace the equipment and it will be the Contractor's responsibility to replace the equipment. Any replacement equipment will be the property of the Contractor. Contractor may inspect this equipment prior to submitting Bid.
- 2.2.16 Supplies such as letter trays and bags will be provided by the Contractor.
- 2.2.17 No minimum piece count will be required, as amounts may vary on a daily basis.
- 2.2.18 The Contractor should have the capability to perform such services as folding, including "2-fold", inserting, labeling, third class bulk sorting, metering, bursting, permit imprint mail, and other related services.
- 2.2.19 Contractor must have capability to perform bar-coding.

2.3 DELIVERY:

- 2.3.1 The Contractor will deliver packages/boxes weighing up to forty (40) pounds either in single packages or in

mail tubs under this contract. Items exceeding forty (40) pounds will be picked up by a courier. (Est. Annual Mileage 22,000)

- 2.3.2 Contractor will pick up and deliver mail as specified from the County Mail Room to the US Post Office at 4949 East Van Buren, Phoenix, Arizona, daily by 6:00 P.M. This may alternatively be accomplished through U.S.P.S. deliveries.

2.0 TECHNICAL SPECIFICATIONS: (Continued)

- 2.3.3 Contractor will pickup and deliver mail including packages, boxes, tubs to the designated destination, mail drop, or office areas at each location once or twice a day as arranged by departments on their request. These items may change based on need or specific department requirements. See Schedule A for current mail routes and times. Significant changes in daily mail volumes due to new additions of County departments, which may have a major impact upon service, are addressed in the Pricing Section 4.0 of this document.
- 2.3.4 Contractor will keep delivery routing forms for each location.
- 2.3.5 Contractor will deliver SPECIAL MAIL to outlying areas as specified in Schedule A upon request from using agency by purchase order only.
- 2.3.6 Delivery and pickup of confidential material will be in secure carriers.
- 2.3.7 Contractor will deliver personal mail addressed to individuals at Maricopa County agencies. This includes trade magazines, packages and flat mail.
- 2.3.8 Contractor will pickup stamped personal mail at agency locations provided that it is separate from County mail. Contractor will not provide stamps, or metering services for personal mail. (Est. Annual Volume 263,000) (See Para 2.2.4)
- 2.3.9 If Contractor determines that changes to the County's mailing procedures are needed to allow the Contractor to meet the requirement that at least 95% of all outgoing mail can be mailed at the lowest rate, the Contractor shall advise FEMD of the recommended changes. FEMD will review the change recommendations and will make a determination if implementation of the changes is cost effective, if alternate, more cost-effective changes can be implemented to achieve the same result, or if it is not cost effective to implement the changes. If some or all of the changes are determined to not be cost-effective, FEMD will review the outgoing mail rate requirement. FEMD may revise the requirement, as necessary, to be realistic to the actual conditions.

2.4 INTERDEPARTMENTAL MAIL:

- 2.4.1 Contractor is responsible for internal/interdepartmental mail distribution at the sites prescribed in Exhibit A. This includes mail received from the U.S.P.S. either directly or as a result of pick-up from one of the department's post office boxes, other carriers & interoffice mail. (Est. Annual Volume 693,000)
- 2.4.2 Contractor must sort mail that is prepared for delivery by U.S.P.S., but that can be delivered inter-office and process it as inter-office according to specifications outlined in Section 2.2.9 through 2.2.11.



- 2.4.3 Contractor will be responsible for the maintenance of the daily route sheet, Exhibit A, and any new department location additions or changes.

2.0 TECHNICAL SPECIFICATIONS: (Continued)

2.4.4 Contractor shall meet with the FEMD representative/ liaison, single point of contact, on a monthly basis, and more frequently, if needed, to discuss performance issues, including status updates on ongoing corrective actions as identified through the use of "Service Delivery Sheets". These sheets are to be made available at each mail stop, to be used by department personnel to advise on excellent performance or on perceived difficulties with Contractors performance. These sheets are to be addressed to the FEMD representative and all comments will be shared with the Contractor. Where there is a complaint or a perceived difficulty, a combined team of FEMD and/or other County representative(s) and Contractor personnel will investigate to determine the validity of the problem.

If reported problem is valid, FEMD will notify the Contractor in writing and request a corrective action plan. Contractor will prepare a corrective action plan within 10 days of notification, or such time frame as may be required by FEMD.

FEMD liaison will ensure that all recommendations, questions, or complaints from the Contractor reach the appropriate individuals in the County for timely resolution.

2.5 EXPERIENCE:

The Contractor is required to have at least three years experience in providing mail services to similar sized entities. Contractor must provide a listing of similar past work performed to include a resume' stating the experience of all personnel that would be assigned to this project.

2.6 PERSONNEL:

The Contractor will utilize its own equipment and personnel. The Contractor agrees to utilize only experienced, responsible and capable people in the performance of the work, and all work performed under this contract shall be done in a manner consistent with the terms and conditions of the contract and subject to monitoring by Facilities & Equipment Management (FEMD) to determine compliance with the terms of the contract. ***In the event of an award of this contract to a private vendor, said vendor shall make every attempt to place existing Maricopa County personnel in positions created to provide these contract services according to the provisions in the Maricopa County Privatization Policy.*** Contractors Staff shall be required to submit to a M.C.S.O. background check. Delivery personnel must be physically fit and neat in attire and appearance. They must be able to repeatedly lift items weighing up to 40 pounds for mail. Sufficient personnel must be trained to perform the work and ensure that mail schedules are met. Maricopa County, ***through contract monitoring,*** reserves the right to approve individual delivery personnel.

2.6.1 Contractor personnel must be bonded for a minimum of \$5,000.00 per employee.

2.0 TECHNICAL SPECIFICATIONS: (Continued)

2.7 DELIVERY SCHEDULE:

Normal delivery schedule will be five days -- Monday through Friday -- between the hours of 7:00 A.M. and 5:00 P.M. Mail service will not be required on weekends or scheduled holidays observed by Maricopa County. Provisions for special mailings, which may occasionally occur, which would require overtime or weekend work are covered in the Pricing Section of this IFB. The Contractor will be provided with a calendar of scheduled holidays for each fiscal year.

2.8 ROUTE LOCATIONS:

Service will be provided to various department locations and US Post Offices as described on the attached route sheet. Service locations are subject to change based on the requirements of Maricopa County. (Schedule A)

2.9 CURRENT MAIL SCHEDULE:

Service will be provided to various department locations and US Post Offices at the times stated and described on the attached route sheet. Service times are subject to change based on the requirements of Maricopa County. (Schedule A)

2.10 REPLACEMENT:

If in the opinion of FEMD, the Contractor selected is not performing all of the requirements of the contract in a consistent manner in compliance with the terms and conditions of the contract, the Contractor must take immediate action to correct the deficiency. This shall include, but is not limited to unsafe performance or deficiencies in equipment, labor or management. Failure to take immediate action will result in immediate cancellation of the contract and replacement. **(See para 3.6 Default)**

2.11 WARRANTS:

In the event FEMD must secure services go outside of the contract to complete required services, the Contractor agrees to pay FEMD the costs associated with making arrangements to FEMD's satisfaction. Such costs will be deducted from County monthly invoices.

The Contractor assumes all risk as to the nature of the project and difficulties that may be due to any unfavorable conditions that may be encountered in the work whether apparent or discovered after work begins.

2.12 PROJECT PLAN:

The Contractor shall provide to Maricopa County as an attachment to this BID, a detailed description of the proposed plan of operations to provide mail service including weighing, metering, presorting of outgoing US mail of various sizes, shapes and weights, package processing, bulk mail handling and delivery, sorting of miscellaneous incoming US mail and interdepartmental

mail, handling of personal and newspapers, and interdepartmental delivery services. This description shall include, but is not limited to, a detailed review of the approach to be taken to meet the scheduled need in a timely fashion; business operation (reporting, proof of insurance including Workman's Compensation; invoicing procedures, personnel to be assigned to the project including qualifications and background information); availability of equipment; and experience in projects similar in size and nature to that described in this BID.

2.0 TECHNICAL SPECIFICATIONS: (Continued)

2.13 ABILITY TO PERFORM:

Maricopa County will make investigations to determine the ability of the Contractor selected to perform the work. Maricopa County reserves the right to reject any BID if The County is not satisfied that the Contractor is properly qualified to carry out the obligations of the contract.

2.14 BID REQUIREMENTS:

The complete response to this BID must include:

- 2.14.1 A project Plan as described above. (See Para 2.13)
- 2.14.2 References The Contractor must provide the names and current phone numbers for five (5) local companies or government agencies for which production services similar to those of this project have been performed within the last three (3) years.
- 2.14.3 A complete Pricing Schedule
- 2.14.4 5 copies of the bid package as above.

3.0 GENERAL SPECIFICATIONS:

3.1 LANGUAGE FOR REQUIREMENTS CONTRACTS:

Vendors signify their understanding and agreement by signing this document, that the contract resulting from this bid or proposal will be a requirements contract. The quantities shown are the County's best estimate of its needs for the term of the contract. However, this contract does not guarantee that any purchases will be made. It only indicates that if purchases are made for the commodities or services contained in this contract, that they will be purchased from the vendor awarded that item. Orders will only be placed when a need is identified by a using agency or department and proper authorization and documentation have been approved.

3.2 CONTRACT LENGTH:

This call for bids is for awarding a purchasing contract to cover a five (5) year period.

3.3 OPTION TO EXTEND:

The County may, at their option and with the approval of the Contractor, extend the period of this agreement up to a maximum of FIVE (5), one (1) year options. The Contractor shall be notified in writing by the Materials Management Department of the County's intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the original contract period.

3.4 ESCALATION:

Any requests for price adjustments must be submitted thirty (30) days prior to the Contract renewal date. Justification for the requested adjustment in cost of labor and/or materials must be accompanied by appropriate documentation. Escalation shall not exceed the increase in the Phoenix Metropolitan Price Index as reported for "Arizona Business" as published by the Center for Business Research, Arizona State University of Business, Tempe, Arizona, 85287-4406, Telephone (602) 956-3961 per contract period and must be approved in writing by the Materials Management Department prior to any adjusted invoicing being submitted for payment.

3.0 GENERAL SPECIFICATIONS: (Continued)

3.5 UNCONDITIONAL TERMINATION FOR CONVENIENCE:

Maricopa County may terminate the resultant agreement for convenience by providing sixty (60) calendar days advance notice to the vendor.

3.6 TERMINATION FOR DEFAULT:

If the Contractor fails to meet deadlines, or fails to provide the agreed upon service/material altogether, a termination for default will be issued. The termination for default will be issued only after it is deemed by the County, that the vendor has failed to remedy the problem after being forewarned.

3.7 TERMINATION BY THE COUNTY:

If the Contractor should be adjudged bankrupt or should make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of its insolvency, the County may terminate this Agreement. If the Contractor should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to provide enough properly skilled workers or proper materials, or persistently disregard laws and ordinances, or not proceed with work or otherwise be guilty of, a substantial violation of any provision of this Agreement, then the County may terminate this Agreement. Prior to termination of this Agreement, the County shall give the Contractor fifteen (15) calendar days written notice. Upon receipt of such termination notice, the Contractor shall be allowed fifteen (15) calendar days to cure such deficiencies.

3.8 APPROPRIATION CONTINGENCY:

The vendor recognized that any agreement entered into shall commence upon the day first provided and continued in full force and effect until termination in accordance with its provisions. The vendor and the County herein recognized that the continuation of any contract after the close of any given fiscal year of the County which fiscal years end on June 30 of each year, shall be subject to the approval of the budget of the County providing for or covering such contract item as an expenditure therein. The County does not represent that said budget item will be actually adopted, said determination being the determination of the County Board of Supervisors at the time of the adoption of the budget.

3.9 ORGANIZATION - EMPLOYMENT DISCLAIMER:

The agreement is not intended to constitute, create, give rise to or otherwise recognize a joint venture agreement or relationship, partnership or formal business organization of any kind, and the rights and obligations of the parties shall be only those expressly set forth in the agreement. The parties agree that no persons supplied by the Contractor(s) in the performance of obligations under the agreement are considered to be County employees, and that no rights of County civil service,



retirement or personnel rules accrue to such persons. The Contractor(s) shall have total responsibility for all salaries, wages, bonuses, retirement withholdings, workmen's compensation, other employee benefits and all taxes and premiums appurtenant thereto concerning such persons, and shall save and hold the County harmless with respect thereto.

3.0 GENERAL SPECIFICATIONS: (Continued)

3.10 INDEMNIFICATION:

The Contractor agrees to indemnify and save harmless the District, its officers, agent and employees, hereinafter referred to as indemnitee, from all suits, including attorneys' fees and costs of litigation, actions, loss, damage, expense, cost or claims, of any character including without limitation, injury to or death of any and all persons or property damage sustained and caused by an act, omission, neglect, or misconduct of contractor or on account of any action, claim or amount arising out of failure of the Contractor under Workmen's Compensation law, or arising out of failure statutes, ordinances, regulations, law or court decree. It is the intent of the parties to this contract that the indemnitee shall, in all such instances, except for loss or damage resulting from the sole negligence of the indemnitee, be indemnified against all liability, loss or damage.

3.11 INSURANCE REQUIREMENTS:

The successful bidder will agree to carry all insurance, which may be required by Federal and State laws, County and City ordinances, charters, regulations and codes.

Concurrent with the execution of the contract for services the successful bidder will furnish the County the following Certificates of Insurance. Certificates shall be issued by an insurance company authorized by the Insurance Department of the State of Arizona to transact business in the State of Arizona. All certificates shall be subject to the approval of Maricopa County, Risk Management. All certificates of insurance shall be identified with bid serial number and title. A \$25.00 administrative fee will be assessed for all certificates of insurance received without the appropriate bid serial number and title.

**Liability Insurance:** A certificate of insurance evidencing insurance coverage for General Liability written on a comprehensive form with a limit of liability of at least \$1,000,000 per occurrence for Bodily Injury, premises/operations, products & completed operations, independent contractors, contractual, broad form property damage and Personal Injury.

**Worker's Compensation and Employer's Liability:** A certificate of insurance evidencing statutory coverage for Worker's Compensation coverage, Injury and a limit of liability of \$1,000,000 for Employer's Liability, or a letter of certification from the Industrial Commission that the vendor is an authorized self insurer.

**Automotive Liability:** Provide to the County a certificate of insurance evidencing coverage on any automotive general, non-owned, or hired autos with a limit of at least \$1,000,000.00 per occurrence for bodily injury, property damage or personal injury.

**Garage Liability and Garage Legal Liability:** Contractor to carry this coverage and provide a certificate of insurance evidencing coverage with a limit of at least \$50,000.00 & to include loss of use of County property.

It is further agreed that no policy shall expire be canceled or materially changed to effect the coverage available to the County without (30) days written notice to the County.

3.0 GENERAL SPECIFICATIONS: (Continued)

3.12 CHANGE ORDERS:

Maricopa County may institute changes or modifications to the specifications and will notify all participants by an addendum to this Request for Proposal.

3.13 ADDITIONS/DELETIONS OF SERVICE:

The County reserves the right to add and/or delete services to this contract. Should a service requirement be deleted, payment to the Contractor will be reduced proportionally, to the amount of service reduced in accordance with the bid price. Should additional services be required from this contract, prices for such additions will be negotiated between the Vendor and the County.

3.14 INCORPORATION OF BID INTO THE CONTRACT:

The contents of this solicitation and the selected firm's response are to be incorporated into the contract.

3.15 AMENDMENTS:

All amendments to this contract must be in writing and signed by both parties.

3.16 CONTRACT COMPLIANCE MONITORING:

The Materials Management Department and Facilities & Equipment Management Department shall monitor the Contractors compliance with, and performance under, the terms and conditions of the Contract. The Contractor shall make available for inspection and/or copying by the County all records and accounts relating to the work performed or the services provided in this Contract.

3.17 VALIDITY:

The invalidity, in whole or in part, of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

3.18 CONFORMATION WITH THE LAW:

This service shall be accomplished in conformity with the laws, ordinances, rules, regulations and zoning restrictions of the United States of America, the State of Arizona, County of Maricopa, and the City of Phoenix.

3.19 NON-DISCRIMINATION:

The Contractor in the performance of this contract will not discriminate against any employee for employment based on race, religion, sex, national origin or disability.

3.20 COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986 (IRCA) REQUIRED:

Contractor understands and acknowledges the applicability of the IRCA. Contractor agrees to comply with the IRCA in performing under this Agreement and to permit County inspection of personnel records to verify such compliance.

3.0 GENERAL SPECIFICATIONS: (Continued)

3.21 NON-COLLUSION:

The Contractor expressly warrants and certifies that neither the Contractor nor its employees or associates has directly or indirectly entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in conjunction with this bid.

3.22 COVENANT AGAINST CONTINGENT FEES:

The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona-fide employees or bona-fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach of violation of this warranty, the County shall have the right to terminate this Agreement in accordance with the termination clause, and at its sole discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

3.23 FINANCIAL STATUS:

All vendors shall make available upon request a current audited financial statement, a current audited financial report, or a copy of a current federal income tax return. Failure or refusal to provide this information within five (5) business days after communication of the request by the County shall be sufficient grounds for the County to reject a bid or proposal, and/or to declare a vendor non-responsive and/or non-responsible, as those terms are defined in the Maricopa County Procurement Code.

If a vendor is currently involved in an ongoing bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or if a trustee or receiver has been appointed over all or a substantial portion of the property of the vendor under federal bankruptcy law or any state insolvency law, the vendor must provide the County with that information as part of its bid/proposal/quote. The County may consider that information during evaluation of the bid/proposal/quote. The County reserves the right to take any action available to it if it discovers a failure to provide such information to the County is a bid/proposal/quote, including, but not limited to, determination that the vendor should be declared non-responsible and/or non-responsive, and suspension or debarment of the vendor, as those terms are defined in the Maricopa County Procurement Code.

By submitting a bid/proposal/quote in response to this solicitation, the vendor agrees that, if, during the term of any contract it has with the County, it becomes involved as a debtor in a bankruptcy proceeding, or becomes involved in a reorganization, dissolution or liquidation proceeding, or if a trustee or receiver is appointed over all or a substantial portion of the property of the vendor under federal bankruptcy law or any state insolvency law, the vendor will immediately

provide the County with a written notice to that effect, and will provide the County with any relevant information it requests to determine whether the vendor will meet its obligations to the County.

The Contractor may not assign this contract or subcontract to another party for performance of the terms and conditions hereof without the written consent of the County.

3.0 GENERAL SPECIFICATIONS: (Continued)

3.24 Statutory Right of Cancellation for Conflict of Interest:

Notice is given that pursuant to A.R.S. § 38-511 the County may cancel this contract without penalty or further obligation within three years after execution of the contract, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County is at any time while the contract or any extension of the contract is in effect, an employee or agent of any other party to the contract in any capacity or consultant to any other party of the contract with respect to the subject matter of the contract. Additionally, pursuant to A.R.S. § 38-511 the County may recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County from any other party to the contract arising as the result of the contract.

3.25 PROMPT PAYMENT DISCOUNT:

Maricopa County, through its "Continuous Improvement Initiatives" has identified Vendor Payment as a process requiring attention and improvement. Maricopa County has initiated changes in this area, which are intended to both improve and expedite this process. In light of these efforts, vendors are strongly encouraged to offer Maricopa County Cash Discounts for Prompt Payment Terms. Invoices reflecting such Cash Discounts will be processed with the highest priority.

3.26 RETENTION OF RECORDS:

The Contractor agrees to retain all financial books, records, and other documents relevant to this Contract for six (6) years after final payment or until after the resolution of any audit questions which could be more than six (6) years, whichever is longer. The Department, Federal or State auditors and any other persons duly authorized by the Department shall have full access to, and the right to examine, copy and make use of any and all said materials.

3.27 ADEQUACY OF RECORDS:

If the Contractor's books, records and other documents relevant to this Contract are not sufficient to support and document that allowable services were provided. The Contractor shall reimburse Maricopa County for the services not so adequately supported and documented.

3.28 AUDIT DISALLOWANCES:

If at any time it is determined by the Department that a cost for which payment has been made is a disallowed cost, the Department shall notify the Contractor in writing of the disallowance and the required course of action, which shall be at the option of the Department either to adjust any future claim submitted by the Contractor by the amount of the



disallowance or to require repayment of the disallowed amount by the Contractor forthwith issuing a check payable to Maricopa County.

3.0 **GENERAL SPECIFICATIONS:** (Continued)3.29 **P.O. CANCELLATION LANGUAGE:**

The Department of Materials Management reserves the right to cancel Purchase Orders within a reasonable period of time after issuance. Should a Purchase Order be canceled, the County agrees to reimburse the vendor but only for actual and documentable costs incurred by the vendor due to and after issuance of the Purchase Order. The County will not reimburse the vendor for any costs incurred after receipt of County notice of cancellation, or for lost profits, shipment of product prior to issuance of Purchase Order, etc. Vendors agree to accept verbal notification of cancellation from the Department of Materials Management with written notification to follow. By submitting a bid/proposal in response to this solicitation, the vendor specifically acknowledges to be bound by this cancellation policy.

3.30 **REFERENCES:**

Vendors must provide at least five (5) reference accounts to whom they are presently providing this service. Included must be name of government or company, individual to contact, phone number and address. Preference in awarding this Contract may be given to Contractors furnishing government accounts similar in size to Maricopa County.

3.31 **BID PROTESTS AND DISPUTE RESOLUTION:**

Bid protests and contract disputes shall be handled in accordance with the provisions of Article 9, MC1-905, MC1-906, respectively, of the Maricopa County Procurement Code.

3.32 **RIGHTS IN DATA:**

The County shall have the use of data and reports resulting from this Contract without additional cost or other restriction except as may be established by law or applicable regulation. Each party shall supply to the other party, upon request, any available information that is relevant to this Contract and to the performance hereunder.

3.33 **SECURITY AND PRIVACY:**

The Contractor agrees that none of its officers or employees shall use or reveal any research or statistical information furnished by any person and identifiable to any specific private person for any purpose other than the purpose for which it was obtained. Copies of such information shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceedings, unless ordered by a court of competent jurisdiction. The County shall be notified immediately upon receipt of any such order of court, pertaining to production of such information.

The Contractor shall incorporate the foregoing provisions of this paragraph in all of its authorized subcontracts.

3.34 CONTRACTOR RESPONSIBILITY:

The Contractor will be responsible for any damages whatsoever to County property as applicable when such property is the responsibility or in the custody of the Contractor, his employees or subcontractors.

3.0 GENERAL SPECIFICATIONS: (Continued)

3.35 CONTRACTOR LICENSE REQUIREMENT:

The Contractor shall procure all permits and licenses, and pay all charges and fees necessary and incidental to the lawful conduct of his business. He shall keep himself fully informed of existing and future Federal, State, and Local laws, ordinances and regulations which in any manner affect the fulfillment of this contract and shall comply with the same.

3.36 AMPLIFYING DATA:

Should any bidder wish to submit amplifying data with this bid, a statement should be made on the bottom of the bid that such amplifying material is a part of the bid and attach material to the bid form(s).

3.37 DELIVERY:

It shall be the bidder's responsibility to meet the County's delivery requirements, as called for in the Technical Specifications. Maricopa County reserves the right to obtain material on the open market in the event the bidder fails to make delivery and any price differential will be charged against the Contractor.

3.38 RETENTION OF PAYMENT FOR PERFORMANCE:

Maricopa County will retain 10% percent of vendor's billings monthly until the County has retained a total of \$20,000.00. This retainage may be used as an offset to losses incurred by the County resulting from vendor actions or inactions and as a performance guarantee that the vendor will perform as required by the contract. The vendor may present acceptable securities in the total dollar amount stated above in the form of certificates of deposit, irrevocable letter of credit, or certified check, each of which must be made out to the Maricopa County Board of Supervisors and approved by the County. The retainage or securities will be returned to the vendor within sixty (60) days after the successful completion of the contract.

Any interest earned on the retainage or securities shall be paid to the vendor.

3.39 OFFSET FOR DAMAGES:

In addition to all other remedies at Law or Equity, the County may offset from any money due to the bidder any amounts bidder owes to the County for damages resulting from breach or deficiencies in performance under this contract.

3.40 PROVISIONS OF BID DOCUMENTS:

All bids must comply with and not deviate from the provisions of the bid documents. Failure to meet a material requirement of the bid documents shall be reason for rejection of a bid.

3.41 INCURRING COSTS:

Maricopa County is not responsible for any costs incurred in preparing this bid, including the acquisition of supplies and/or personnel until a contract is awarded by the Maricopa County Board of Supervisors.

3.42 PUBLIC RECORD:

All information submitted relating to this bid, except for proprietary information, shall become part of the public record.

3.0 **GENERAL SPECIFICATIONS:** (Continued)

3.43 **CONFORMANCE TO THE MARICOPA COUNTY PROCUREMENT CODE:**

If any bidder believes that any aspect of this solicitation is inequitable or impracticable of performance, they will proceed in accordance with the Maricopa County Procurement Code, Section MC1-905, to secure an administrative determination on this point.

3.44 **EVALUATION CRITERIA:**

The evaluation of this bid will be based on but not limited to the following:

- 3.44.1 Compliance with specifications
- 3.44.2 Cost
- 3.44.3 Vendor performance history
- 3.44.4 References

3.45 **AWARD:**

The County reserves the right to award in whole or in part, by item, group of items, by section or geographic area where such action serves the County's best interest.

3.46 **MBE/WBE PARTICIPATION:**

Vendors submitting proposals are encouraged to solicit MBE/WBE participation on this contract. A list of certified MBE/WBE enterprises may be obtained by contacting George Bravakos, Contracts Compliance Coordinator for Maricopa County at (602) 506-4068. Please indicate in your bid response MBE/WBE areas of involvement for monitoring purposes.

3.47 **PRICE REDUCTIONS:**

By submitting a bid or proposal in response to this solicitation, vendors agree to guarantee that Maricopa County is receiving the lowest price offered by your company to other customers **for similar services at comparable volumes in a similar geographic area.** If at any time during the contract period your company offers a lower price to another customer, notification not be made of price reductions, upon discovery Maricopa County shall reserve the right to take any or all of the following actions:

- 3.47.1 Cancel the contract, if it is currently in effect.
- 3.47.2 Determine the amount which the County was overcharged and submit a request for payment from the vendor for that amount.
- 3.47.3 Take the necessary steps to collect any performance surety provided on the applicable contract.

3.48 **CONTRACT ADMINISTRATION:**

To help insure contract compliance, a contract administration process will be an integral part of this contract. County

employees will be assigned as contract monitors for key locations throughout the County. Materials Management and the user organizations will utilize the procedure. This contract administration process is an audit and feedback system and will be in addition to any of the other policies and procedures contained herein. The Contract Administration Process is a total quality management tool that empowers the hands-on users to monitor and assure contract compliance.

3.0 GENERAL SPECIFICATIONS: (Continued)

The vendors should know in the bidding process that the successful bidder will be closely monitored for contract compliance. No additional cost is anticipated to be incurred by the successful bidder by the presence of the contract administration process as long as contract compliance is maintained. Except for the more formalized feedback of findings, the normal vendor/user relationship will exist when within compliance and the contract administration process should be transparent.

3.49 REGISTRATION:

Vendors are required to be registered with Maricopa County prior to receiving an award for any County Business. Failure to comply with this requirement will cause your bid to be declared non-responsive. Registration Forms are available from the Department of Materials Management, 320 West Lincoln Street, Phoenix, Arizona 85003 or by calling (602) 506-3244.

3.50 INQUIRIES:

All inquiries concerning information contained herein shall be addressed to:

MARICOPA COUNTY  
DEPARTMENT OF MATERIALS MANAGEMENT  
ATTN: CONTRACT ADMINISTRATION  
320 WEST LINCOLN  
PHOENIX AZ 85003

Administrative telephone inquiries shall be addressed to:

STEVE DAHLE, CONTRACT SPECIALIST II - (602) 506-3450

Technical Telephone inquiries shall be addressed to:

ANDREE COHEN, OFFICE OF MANAGEMENT & BUDGET, 506-7255

3.51 THERE WILL BE A MANDATORY PRE-BID CONFERENCE ON MAY 2, 1996 AT 8:00 A.M. AT THE MARICOPA COUNTY MATERIALS MANAGEMENT DEPARTMENT, 320 W. LINCOLN, ST., PHOENIX, AZ 85003



cc: Al Dos Santos, FEMD  
Andree Cohen, OMB  
Dory Borlongan, Materials Management

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9424 N. 24 25<sup>TH</sup> AVE., PHOENIX, AZ 85021

PITNEY MANAGEMENT SERVICES INC, 2800 N. CENTRAL AVE. #150 1450, PHOENIX, AZ 85004 1045

4.0 PRICING: S043102/B0602728

4.1 ~~Mail Room, delivery service~~

4.1.1	Total cost of project	\$ 151,200.00
	cost per First year	
		\$ 158,760.00
	cost per second	
		\$ 166,698.00
	cost per third year	
		\$ 175,033.00
	cost per fourth year	
		\$ 183,785.00
	cost per fifth year	
4.1.1.1	Overtime	
	charges Outside	
	normal hours	\$17.00/hr Weekdays
		\$23.00/hr Weekends
4.1.1.2	Vehicle Charge for	
	Additional Mail Runs	
	(Permanent additions	
	to Schedule A)	\$ .28 per mile
4.1.2	Minimum Number of F.T.E.'s	
	for this level of service	3.5 employees
4.1.3	Cost for each additional	
	FTE's	\$ 2200.00 per
	year	
4.1.4	Special Runs:(Runs in addition to those	
	specified on Schedule A)	
	Zone A N Camelback Rd.	E 16th St \$ 6.70 per
location	S Buckeye Rd.	W I 17 Frwy
	Zone B N Northern Ave	E 44th St \$ 9.35 per
location	S Baseline Rd	W 51ST Ave
	Zone C N Cactus Rd	E Hayden Rd. \$ 12.00 per
location	S Elliott Rd.	W 75th Ave
	Zone D N Bell Rd.	E Country Club \$ 16.00 per
location	S Chandler Blvd.	W 99th Ave

9424 N. 24 25<sup>TH</sup> AVE., PHOENIX, AZ 85021

PITNEY MANAGEMENT SERVICES INC, 2800 N. CENTRAL AVE. #150 1450, PHOENIX, AZ 85004 1045

4.0 PRICING: (Continued)

4.1.4 (Continued)

Zone E N Deer Valley Rd. E Val Vista Rd. \$ 19.35 per location

S Queen Creek Rd. W Dysart Rd.

Zone F N Jomax Rd. E Power Rd. \$ 22.70 per location

S Riggs Rd. W Cotton Rd.

4.1.5 Pick up charges (special mailings to the U.S.P.S. or other Carrier) \$ 0

4.1.6 Permit imprint mail \$ 0

4.1.7 Pre sort mail qualified \$ 8.00 /1000 pieces for Automated  
\$ 20.00 /100 pieces Non Automated

4.1.8 Residual rate \$ .046 / 1-2 ounce  
\$ .092 /3-11 ounce

4.1.9 Residual percentage 5% or 50 pieces  
per t Thousand

4.2 Optional Services

4.2.1 Folding \$ 5.00 /1000 pieces

4.2.2 2-Fold \$ 5.00 /1000 pieces

4.2.3 Inserting \$ 8.00 /1000 pieces

4.2.4 Chesire labeling \$ 8.00 /1000 pieces

4.2.5 Pressure sensitive labeling \$ 12.00 /1000 pieces

4.2.6 Bursting \$ 5.00 /1000 pieces

4.2.7 Set up charges \$ 0

(inserting, labeling, folding)

4.3 McDot Mail Services \$ 3,595.00 /per Month

(B.O.S. Approval on June 11, 1997 for 4.4 & 4.5)

4.4 MMC, Mail Operation, Delivery and Courier Pickups (per attached)  
Not to exceed \$418,000.00 per year other services per attached  
proposal.

\* THE PER PIECE RATE IS DERIVED BY DIVIDING THE BID PRICE BY 1000

4.5 Mail Operation Delivery and Courier pickups. (Not to Exceed)

Maps \$ 61,032

Library \$ 28,224

Juvenile	\$ 29,736
Managed Care	\$ 17,808
Public Health	\$ 31,200
	\$168,000

<i>Maricopa Downtown</i>		Current		Proposed		
	Mo. Avg.	Monthly Unit Price	Monthly Extension	Monthly Unit Price	Monthly Extension	
<b>Base Management Fee</b>						
August, 2001 -July, 2002		\$15,315.42	\$15,315.42	\$18,000.00		\$18,000.00 includes addition of 1.5 employees initial renewal proposal - \$18,050 per month
<b>Presort Piece Price</b>						
Automated (\$0.008)	136,000	\$1,088.00	\$1,088.00	\$1,088.00	\$1,088.00	New Paragon to replace 6100 eliminate need to purchase 2 new Paragons.
Non-automated (\$0.02) effort.	73,000	\$1,460.00	\$1,460.00	\$1,460.00	\$1,460.00	Keep existing vans as cost containmnet
<b>Courier Route Zone</b>						
associated						Expanded hours of operation and absorbed
Zone A		\$6.70	\$ -	\$7.40	\$ -	cost
Zone B		\$9.35	\$ -	\$10.30		
Zone C		\$12.00	\$ -	\$13.20	\$ -	Keep presort rates flat.
Zone D		\$16.00	\$ -	\$17.60	\$ -	
<i>MCDOT Operations</i>		Current		Proposed		
	Mo. Avg.	Monthly Unit Price	Monthly Extension	Monthly Unit Price	Monthly Extension	
<b>Base Management Fee</b>						
August, 2001 -July, 2002		\$3,595.00	\$3,595.00	\$3,885.50	\$3,885.50	initial renewal proposal-\$3,900.60 per month
<b>Totals (first year)</b>			<b>\$3,595.00</b>	<b>\$3,885.50</b>		
<i>MIHS Operations</i>		Current		Proposed		
	Mo. Avg.	Monthly Unit Price	Monthly Extension	Monthly Unit Price	Monthly Extension	
<b>Base Management Fee</b>						
August, 2001 -July, 2002		\$34,875.00	\$34,875.00	\$39,850.00	\$39,850.00	includes 9 new vans, 2 new employees, and 11 new radios, and 105 hours per month of overtime for courier routes does not include overtime required for certain FTC stops.
<b>Presort Piece Price</b>						
Automated (\$0.008)	50,000	\$400.00	\$400.00	\$400.00	\$400.00	
Non-automated (\$0.02)	44,000	\$880.00	\$880.00	\$880.00	\$880.00	Initia Retai
<b>Courier Route Zone</b>						
Zone A given	30	\$6.70	\$201.00	\$7.40	\$222.00	If future gasoline prices fluctuate more than +I- 10 , within any
Zone B	45	\$9.35	\$420.75	\$10.30	\$463.50	quarter according to OPUS, pricing is agreed to be adjusted.
Zone C	18	\$12.00	\$216.00	\$13.20	\$237.60	
Zone D	10	\$16.00	\$160.00	\$17.60	\$176.00	
Zone E	10	\$19.35	\$193.50	\$21.30	\$213.00	
Zone F	5	\$22.75	\$113.75	\$25.00	\$125.00	
Stat	38	\$10.00	\$380.00	\$12.00		
\$456.00						
<i>Other Routes</i>		Stat + Mileage		Stat + Mileage		
<b>Totals</b>			<b>\$37,840.00</b>	<b>\$43,023.10</b>		
<i>Libraries Couriers</i>		Current		Proposed		
	Mo. Avg.	Monthly Unit Price	Monthly Extension	Monthly Unit Price	Monthly Extension	
<b>Base Management Fee</b>						

9424 N. 24 25<sup>TH</sup> AVE., PHOENIX, AZ 85021

PITNEY MANAGEMENT SERVICES INC, 2800 N. CENTRAL AVE. #150 1450, PHOENIX, AZ 85004-1045

<i>MAPS</i>					
Monthly Extension	Mo Avg.	Current Monthly Unit Price	Proposed Monthly Extension	Monthly Unit Price	
<b>Base Management Fee</b>					
August, 2001 -July, 2002		\$5,086.00	\$5,086.00	\$5,518.31	\$5,518.31
<b>Totals (first year)</b>			<b>\$5,086.00</b>	<b>\$5,518.31</b>	
<i>Juvenile</i>					
Monthly Extension	Mo Avg.	Current Monthly Unit Price	Proposed Monthly Extension	Monthly Unit Price	
<b>Base Management Fee</b>					
August, 2001 - July, 2002		\$1,728.00	\$1,228.00	\$1,332.00	\$1,337.00
<b>Totals (first year)</b>			<b>\$1,228.00</b>	<b>\$1,332.00</b>	
<i>Managed Care</i>					
Monthly Extension	Mo Avg.	Current Monthly Unit Price	Proposed Monthly Extension	Monthly Unit Price	
<b>Base Management Fee</b>					
August. 2001 - July, 2002		\$1,484.00	\$1,484.00	\$1,610.15	\$1,610.15
<b>Totals (first year)</b>			<b>\$1,484.00</b>	<b>\$1,610.15</b>	
<i>Public Health</i>					
Monthly Extension	Mo Avg.	current Monthly Unit Price	Proposed Monthly Extension	Monthly Unit Price	
<b>Base Management Fee</b>					
August, 2001 -July, 2002		\$1,484.00	\$1,484.00	\$ 1,610.15	\$ 1,610.15
<b>Totals (first year)</b>			<b>\$1,484.00</b>	<b>\$1,610.15</b>	
<i>Correctional Health</i>					
Monthly Extension	Mo Avg.	Current Monthly Unit Price	Proposed Monthly Extension	Monthly Unit Price	
<b>Base Management Fee</b>					
August, 2001 -,July, 2002		\$ 2,366.00	\$2366.00	\$ 2,567.11	\$2,567.11
<b>Totals (first year)</b>			<b>\$2,366.00</b>	<b>\$2,567.11</b>	
<i>Overtime Rates</i>					
		Current Unit Price,	Proposed Unit Price		
Weekday		\$17.00	\$20.00		
Weekend		\$23.00	\$26.00		
<b>Totals</b>		<b>\$74,076.78</b>	<b>\$ 83,475.12</b>		

All prices contained in this Exhibit A Agreement will be increased, beginning the first day of August 2002 and on the first day of the subsequent twelfth months. The annual Consumer Price Index for the Phoenix Metropolitan Area will be utilized with a 5 % cap.

9424 N. 24 25<sup>TH</sup> AVE., PHOENIX, AZ 85021

PITNEY MANAGEMENT SERVICES INC, 2800 N. CENTRAL AVE. #150-1450, PHOENIX, AZ 85004-1045

The purpose for this modification will be to ensure that PBMS maintains the standards of service expected by the customer by compensating PBMS for price increase for supplies, equipment and wages.

Terms: NET 30

Telephone Number: (602) ~~222-9224~~ 216-6031

FAX Number: (602) ~~222-8508~~ 997-1622

Federal Tax ID #: ~~222438008~~ 13-3587073

Vendor Number: ~~222438008-A~~ 133587073 A

Contract: To cover period ending ~~JULY 31, 2001~~  
JULY 31, 2006

SCHEDULE A  
ROUTE SHEET

ROUTE 1 - WEST COURT'S BUILDING: OUTGOING U.S. MAIL

<u>AM</u>	<u>PM</u>	<u>LOCATION</u>
7: 20 A. M	12: 55 P. M	RECORDER' S OFFICE 111 S. 3rd Ave.
7: 25 A. M	12: 45 P. M	JURY COMMISSIONER 111 S. 3rd Ave.
7: 30 A. M	12: 50 A. M	CLERK COURT - DISTRIBUTION 111 S. 3rd Ave. .

ROUTE 2 - EAST COURT BUILDING & WEST COURT BUILDING

9: 10 A. M	1: 40 P. M	MCSO/CIVIL 101 W. Jefferson
9: 15 A. M	1: 45 A. M	MCSO/MAIN OFFICE 101 W. Jefferson
9: 25 A. M	1: 55 P. M	COURT ADMIN. /ECB 101 W. Jefferson
9: 30 A. M	2: 00 P. M	LAW LIBRARY 101 W. Jefferson
9: 35 A. M	2: 05 P. M	SECURITY - CCB PLAZA 201 W. Jefferson
9: 40 A. M	2: 10 A. M	RISK MANAGEMENT 111 S. 3rd Ave.
9: 42 A. M	2: 12 P. M	COURT INTERPRETERS 111 S. 3rd Ave.
9: 45 A. M	2: 15 P. M	JUDICIAL INFORMATION SYSTEMS 111 S. 3rd Ave.
9: 47 A. M	2: 17 P. M	COURT ADMINISTRATION 2ND FL. 111 S. 3rd Ave.
9: 48 A. M	2: 18 P. M	TRAINING 3RD FL. 101 W. Jefferson
9: 50 A. M	2: 20 P. M	SECURITY - WCB 2nd FLOOR 111 S. 3rd Ave



SCHEDULE A  
ROUTE SHEET

ROUTE 3 - CENTRAL COURT BUILDING

9: 40 A. M	2: 10 A. M	ADULT PROBATION 7TH FL. 201 W. Jefferson
9; 50 A. M	2: 20 P. M	COURT ADMINISTRATION 5TH FL. 201 W. Jefferson
10: 05 A. M	2: 35 P. M	CONCILIATION COURT 3RD FL. 201 W Jefferson
10: 12 A. M	2: 42 P. M	TELECOMMUNICATIONS LL. 111 S. 3rd Street
10: 14 A. M	2: 44 P. M	COURT ADMIN. - SECURITY 6TH FL. 111 S. 3rd Street
10: 15 A. M	2: 45 P. M	CLERK OF COURT 1ST FL. 111 S. 3rd Street
10: 25 A. M	2: 55 P. M	CLERK OF COURT - DISTRIBUTION 1ST FL. 111 S. 3rd Street

ROUTE 4 - COUNTY ADMINISTRATION BUILDING - UPPER FLOORS

10: 05 A. M	3: 35 P. M	BOARD OF SUPERVISORS 10TH FL. 301 W Jefferson
10: 10 A. M	3: 25 P. M	FINANCE 9TH FL. 301 W Jefferson
10: 12 A. M	3: 30 P. M	COUNTY COUNSEL/ CIVIL 9th FLOOR 301 W Jefferson
10: 15 A. M	3: 15 P. M	COUNTY ATTORNEY 7th FLOOR 301 W Jefferson
10: 25 A. M	3: 12 P. M	SUPERINTENDENT OF SCHOOLS 6TH FL. 301 W Jefferson
10: 30 A. M	3: 05 P. M	EMPLOYEE ASSISTANCE PROGRAM LL. 301 W Jefferson
10: 32 A. M	3: 07 P. M	LAW ENFORCEMENT FISC/CO ATTNY B41 301 W Jefferson
10: 35 A. M	3: 10 P. M	BEHAVIORAL RISK 301 W Jefferson
N/A		COUNTY ATTORNEY 8TH FL. 301 W Jefferson

SCHEDULE A  
ROUTE SHEET

ROUTE 5 - COUNTY ADMINISTRATION BUILDING - LOWER FLOORS

10: 03 A. M	3: 03 P. M	CORRECTIONAL HEALTH
		301 W Jefferson
10: 06 A. M	3: 06 P. M	ASSESSOR
		301 W Jefferson
10: 07 A. M	3: 07 P. M	TREASURER
		301 W Jefferson
10: 10 A. M	3: 10 P. M	HUMAN RESOURCES
		301 W Jefferson
10: 17 A. M	3: 17 P. M	HUMAN RESOURCES
		301 W Jefferson
10: 20 A. M	3: 20 P. M	ASSESSOR
		301 W Jefferson
10: 22 A. M	3: 22 P. M	PLANNING & DEVELOPMENT
		301 W Jefferson
10: 25 A. M	3: 25 P. M	ASSESSOR
		301 W Jefferson
10: 28 A. M	3: 28 P. M	AIM
		301 W Jefferson
10: 31 A. M	3: 31 P. M	ASSESSOR INFOR
		301 W Jefferson
10: 33 A. M	3: 33 P. M	ISG
		301 W Jefferson

ROUTE 6 A- VEHICLE RUN

8: 20 A. M	PUBLIC DEFENDER 1st FL.
	111 W Jefferson
8: 30 A. M	PUBLIC DEFENDER 10th FLOOR
	111 W Jefferon
8: 40 A. M	REPROGRAPHICS
	320 W Lincoln
8: 45 A. M	MATERIALS MANAGEMENT
	320 W Lincoln
<del>9:55 A.M.</del>	<del>LEGAL DEFENDER</del>
	<del>222 N Central</del>
<del>10:05 A.M.</del>	<del>STADIUM DISTRICT</del>
	<del>45 W Jefferson</del>
<del>10:15 A.M.</del>	<del>FACILITIES MANAGEMENT</del>
	<del>401 W Jefferson</del>
<del>10:25 A.M.</del>	<del>MEDICAL EXAMINER</del>
	<del>120 S. 6th Avenue</del>
<del>10:35 A.M.</del>	<del>FACILITIES EQUIPMENT DOWNTOWN</del>
	<del>401 W Jefferson</del>

SCHEDULE A  
ROUTE SHEET

ROUTE 6 B- ~~(CONTINUED)~~ VEHICLE RUN

11:05 A. M	JUSTICE COURTS
11:06 A. M	1 W Madison
11:08 A. M	EAST #1 JUSTICE COURT
11:15 A. M	1 W Madison
11:20 A. M	CENTRAL JUSTICE COURT
11:25 A. M	1 W Madison
11:30 A. M	CREDIT UNION
11:37 A. M	721 N 3rd Street
	SURVEY DATA
	111 W Monroe #101
	COURT APPTD COUNCIL
	111 W Monroe
	PUBLIC FIDUCIARY
	111 W Monroe
	CITY OF PHOENIX (BI- MONTHLY)
	301 W Washington

ROUTE 6 C VEHICLE RUN

2:00 P.M.	LEGAL DEFENDER
2:00 P.M.	222 N Central
2:00 P.M.	STADIUM DISTRICT
2:00 P.M.	45 W. Madison
2:00 P.M.	FEMD
2:00 P.M.	401 W. Jefferson
2:00 P.M.	MEDICAL EXAMINER
2:00 P.M.	120 S. S. 6th Avenue
2:00 P.M.	EQUIPMENT SERVICES GARAGE DOWNTOWN
2:00 P.M.	401 W. Jefferson

SCHEDULE A  
ROUTE SHEET

ROUTE 7 - SOUTH EAST FACILITY

10: 00 A. M	FACILITIES MANAGEMENT DEPT. 222 W Javelina
10: 02 A. M	SECURITY OFFICE 222 W Javelina
10: 05 A. M	PUBLIC DEFENDER 222 W Javelina
10: 10 A. M	JURY COMMISSIONER 222 W Javelina
10: 12 A. M	LAW LIBRARY 222 W Javelina
10: 15 A. M	CLERK OF COURT 222 W Javelina
10: 20 A. M	COUNTY ATTORNEY 222 W Javelina
10: 25 A. M	COURT ADMINISTRATION 222 W Javelina
10: 30 A. M	RECORDER' S OFFICE 222 W Javelina
10: 35 A. M	ADULT PROBATION 222 W Javelina
10: 40 A. M	EQUIPMENT SERVICES STATION 155 E COURY

ROUTE 8 - DOWNTOWN PHOENIX - AFTERNOON

2: 05 P. M	PUBLIC DEFENDER CENTRAL 11 W Jefferson
2: 10 P. M	STADIUM DISTRICT 45 W Jefferson
2: 20 P. M	PUBLIC DEFENDER - 10 FLOOR 11 W Jefferson
2: 30 P. M	REPROGRAPHICS 320 W Lincoln
2: 32 P. M	MATERIALS MANAGEMENT 320 W Lincoln
2: 38 P. M	LEGAL DEFENDER 222 N Central
2: 40 P. M	MEDICAL EXAMINER 120 S. 6th Avenue
2: 45 P. M	FACILITIES MANAGEMENT 401 W Jefferson
2: 55 P. M	LEGAL DEFENDER 222 N Central
3: 05 P. M	FACILITIES MANAGEMENT DOWNTOWN 401 W Jefferson